



**People Making  
A Difference!**



## **Office of the State Board of Education**

P.O. Box 83720  
650 W. State St; Ste. #307  
Boise, Idaho 83720-0037  
[www.boardofed.idaho.gov](http://www.boardofed.idaho.gov)

**If you have questions,  
please contact us at:**  
**Phone:** (208) 332-1582  
**Fax:** (208) 334-2632

EMAIL:  
[tracie.bent@osbe.idaho.gov](mailto:tracie.bent@osbe.idaho.gov)

### **Non-Classified Opening**

# **Chief Fiscal Officer**

## **Non-Classified Classification**

### **Office of the State Board of Education**

**Open for Recruitment:** August 25, 2008 – September 22, 2008

**Announcement #** NONCLS

**Salary Range:** \$98,000 - \$106,000 annually [-Plus Competitive Benefits!](#)

**Location(s):** Boise

**SPECIAL NOTIFICATION:** This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

*The Office of the State Board of Education provides leadership, support, and coordination for public education in Idaho, including public schools, colleges, universities, the Idaho School for the Deaf and Blind, the Department of Vocational Rehabilitation, Idaho Public Television, the Division of Professional-Technical Education, the State Historical Society, and the Commission for Libraries.*

#### **PURPOSE**

The Chief Fiscal Officer (CFO) for the Office of the State Board of Education reports to the Executive Director. This position provides staff support to the State Board of Education and is responsible for all fiscal oversight within the Office of the State Board of Education, including serving as Controller. The CFO performs research and analysis of complex and often controversial educational budget issues, including formulation of policy options; budget development; financial audit, analysis reporting; asset management; project management; financial accountability and purchasing.

#### **KEY RESPONSIBILITIES**

- Serve as the Controller for the Office of the State Board of Education
- Oversee the Optional Retirement Program for Higher Education
- Review and monitor agency and institutional audit process
- Develop reporting policies and guidelines to ensure financial accountability for Board agencies and institutions
- Review, analyze, and make recommendations on institutional fiscal requests
- Oversee OSBE budget, accounting, fiscal reporting, and internal controls
- Ensure compliance with federal accounting standards
- Supervise OSBE Fiscal staff

#### **PRINCIPAL ACCOUNTABILITIES**

- Provide oversight and supervision in conducting internal controls and fiscal administrative procedural compliance reviews
- Coordinate the development and implementation of responses to internal and external audit findings and recommendations, to include assisting with management responses, corrective action planning, and follow-up with the

effective implementation of action steps

- Prepare and implement consistent accounting procedures, controls and reporting
- Review financial status of all new academic program proposals in cooperation with the Chief Academic Officer
- Develop funding methodologies in cooperation with institutions, and executive and legislative branches
- Participate in decision-making regarding budget policies and expenditures by providing in-depth analysis and reporting
- Coordinate the organization and preparation of budget documents for the State Board of Education, OSBE, institutions and agencies under the Board of Education
- Work collaboratively with all institutions and agencies governed by the Board by providing information and assistance in a timely manner so that informed management and budget decisions can be made
- Review and provide analysis of all major fiscal policies and procedures before submitting to the Board for review and approval
- Prepare reports for the State Board of Education and Executive Director
- Provide staff support to the Audit Committee, the Financial Vice Presidents meetings, the Business Affairs and Human Resource Committee (BAHR) and other ad hoc committees as necessary
- Ensure an effective, capable, and collaborative fiscal staff by appropriate selection, training, development, evaluation, motivation and serving as a role model
- Provide oversight for all OSBE contracts
- Perform other duties as assigned

#### **QUALIFICATIONS**

Applicants must have experience that has prepared them with the necessary knowledge, skills, and abilities to successfully perform the duties of the position. These skills, abilities, and qualifications include:

- Mastery knowledge of applicable legislation, statutes, regulations, policies, and procedures in order to develop policy documents, technical assistance papers, and other materials requiring in-depth expertise in financial theory, techniques, and methodologies. Possess an in-depth knowledge of the organization and operations of financial management systems. Master knowledge may be demonstrated by a graduate level degree in a related field or a minimum of 5 years of experience in a Fiscal management level position.
- Experience developing system wide fiscal related policy and reporting guidelines.
- Experience in higher education fiscal administration.
- Expert knowledge of the theory, principles, concepts, and practices of fiscal compliance, communication and financial management, and the ability to apply this knowledge to very broad and difficult assignments.
- Knowledge and comprehensive understanding of budgeting functions; including operations and capital budgeting, budget execution, budget formulation, and cost analysis.
- Knowledge and comprehensive management skills including setting goals, assigning responsibilities, and managing personnel.
- Ability to develop and apply financial management techniques and methodologies to plan, execute, or review programs.
- Ability to communicate effectively with individuals at all levels.

- Ability to make oral/written presentations and recommendations.
- Ability to maintain a high level of analytical and conceptual thinking while completing multiple tasks and meeting deadlines

**HOW TO APPLY:**

Submit a cover letter detailing your interest in the position and the specific skills and abilities you have meeting the requirements of the position. Include a resume demonstrating the experience/qualifications (as stated above) required for the position. Email, fax, or send the above information to:

**Tracie Bent**  
**Idaho State Board of Education**  
**650 W State St, 307**  
**P.O. Box 83720**  
**Boise, ID 83720-0037**  
**Email: [tracie.bent@osbe.idaho.gov](mailto:tracie.bent@osbe.idaho.gov)**  
**Fax: 208-332-1582, Attn: Tracie Bent**

**Closing Date: September 22, 2008**

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.